

Technical Branch
Sub-Professional Engineering and Planning Group
Housing Services Series

HOUSING CONSTRUCTION SUPERVISOR
Unclassified Service
05/00 (REB)

Summary

Under direction, supervise structural inspections and building projects which receive fiscal support through Community Development.

Typical Duties

Plan, develop, implement and coordinate preparation of construction projects. Involves: reviewing, editing, and approving technical drawings for compliance with program policies and requirements, approved change orders, City building codes, safety and energy conservation standards, Americans with Disabilities Act (ADA), and Housing and Urban Development (HUD), Texas Historical Commission and Historic Landmark Commission rules and regulations; reviewing and approving materials specifications, cost estimates, bid documents, and solutions to specific compliance problems proposed by subordinates; resolving conflicts between regulatory and project goals; approving changes in status of individual projects; preparing and revising technical documents such as cost estimate parameters and technical specifications; maintaining awareness of changes in building trades technology and codes.

Act as liaison to interested parties on housing program projects in process. Involves: meeting with inspectors, actual or potential City contractors, architects, investors, property owners or their representatives to explain and enforce program policies and requirements, construction specifications, change orders, City building codes, safety and energy conservation standards, ADA, HUD, Commission rules and regulations, and warranty compliance on rehabilitation projects; mediating settlement of disputes regarding project expectations and construction realities between owners and contractors within authorized limits; investigating potential contractors for qualification, including inspections of sample projects; conducting work progress or emergency inspections of designated residential and non-residential buildings to recommend issuance of progress payments to contractors or to expedite rehabilitation process where resident safety is jeopardized; explaining payment status to contractors.

Oversee departmental end user operations of Computer Aided Drafting and Design (CADD) applications. Involves: installing and configuring updated versions of architectural software; troubleshooting software malfunctions; coordinating with software vendor as needed to resolve problems; attending formal training sessions as required; providing training to subordinates and coworkers as required; researching and recommending specialized architectural software or other technical materials for purchase by department.

Supervise assigned general services staff. Involves: assigning duties, issuing written and oral instructions, and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting job training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants and recommending selections for hire.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from high school or GED plus seven (7) years experience in the building trades including two (2) years of structural inspection experience at a level comparable to a Housing Construction Specialist; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: structural systems principles; building codes and related regulations; building trades methods and materials; cost estimating and floor plan drafting practices. Good knowledge of: business English; conversational Spanish; presentation and customer service techniques.

Ability to: communicate clearly and persuasively to elicit cooperation or concurrence of parties to housing projects such as when resolving conflicts and conducting interviews; interpret, explain and firmly enforce adherence to

building plans, specifications and regulations; maintain effective working relationships with property owners or their representatives, tenants, contractors or their staffs, regulatory agencies, members of the public, fellow employees, subordinates and City officials; firmly and impartially exercise delegated supervisory authority.

Skill in safe operation and care of: personal computer or network workstation and generic business productivity and specialized drafting software comparable to that installed; standard office equipment; motor vehicle.

Physical Effort & Work Environment: Frequent: moving over uneven construction site terrain which includes climbing stairs and ladders; exposure to varying weather conditions and construction site hazards; driving through city traffic. Occasional: exposure to unsanitary housing conditions.

Licenses & Certificates: Texas Class "C" Driver's License or equivalent from another state by date of appointment.

Director of Personnel

Department Head